

LANCASTER COUNTY
WORKER'S COMPENSATION & RISK MANAGEMENT MANAGER

NATURE OF WORK

This is responsible administrative and technical work managing the County's Worker's Compensation program, coordinating the County's insurance coverage and fostering employee compliance with safety procedures and practices.

Work involves responsibility for investigating work-related accidents, processing worker's compensation claims, communicating with medical providers and attorneys and approving/denying worker's compensation benefits. Work also involves meeting and corresponding with the County's actuary and insurance broker representatives and informing the County Commissioners of the County's risk and insurance coverage levels; budgeting for worker's compensation reserve levels, general liability and self-insurance costs; generating reports and maintaining files; and conducting and/or coordinating educational programs regarding employee safety awareness.

An employee in this class is expected to exercise independent judgment and initiative in planning and executing work responsibilities. Supervision is received from a senior attorney in the County Attorney's office with work reviewed in the form of conferences, accuracy and compliance with departmental, state and federal regulations.

EXAMPLES OF WORK PERFORMED

Review First Report of Injury forms and related forms to determine eligibility and compensability of worker's compensation claims; gather additional information by requesting statements from and communicating with witnesses, supervisors, claimants, physicians, and other medical providers; request independent medical examinations when necessary; evaluate facts and apply worker's compensation law in order to recommend approval/denial of claims; establish reserve levels; approve/deny medical bills; construct employee files for claims in order to document data, reserves and payments; prepare and route correspondence; calculate and issue payments for claims; answer questions from claimants and relative parties; explain general legal requirements and procedures pertaining to worker's compensation claims.

Administer routine automobile liability claims; collaborate with Purchasing Department to secure contract for insurance of County vehicles; maintain insurance database of all County vehicles including automobiles, trucks and heavy equipment.

Evaluate risks concerning governmental property, assets and operations; investigate property/casualty claims and losses; meet and correspond with the County's actuary and insurance broker to gather information for County Commissioner's review/approval; secure insurance coverage

for all determined exposures, as approved; prepare and present budgets to County Commissioners for worker's compensation reserve levels, general liability, self-insurance and safety and training.

Manage the long-term disability program for Lancaster County; review current legislation related to worker's compensation laws and self-insurance and loss coverage.

Conduct and/or coordinate training relevant to worker's compensation, liability, injury prevention and ADA compliance; represent County at various health and safety functions/events.

Maintain computer files/databases and document files; prepare and submit required Nebraska Worker's Compensation Court forms; conduct work site evaluations to determine injured employee accommodations.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of worker's compensation laws and rules and regulations as adopted by the legislative and court systems.

Considerable knowledge of risk coverage available including but not limited to real property, liability, worker's compensation, long-term disability, vehicular and other insurable risks.

Considerable knowledge of insurance claims adjusting and processing.

Knowledge of the Americans with Disabilities Act.

Knowledge of interviewing and investigating procedures.

Knowledge of financial management including budgeting, payment and billing processes and records maintenance.

Knowledge of medical and legal terminology.

Knowledge of training and development principles and methodologies.

Ability to analyze insurance loss data and prepare analysis of loss claims and coverage costs.

Ability to use basic word processing and applicable computer software applications.

Ability to review, document and analyze the statements of injured employees and designated medical and legal professionals.

Ability to establish and maintain effective working relationships with governmental officials, medical providers, legal representatives, employees and the general public.

Ability to communicate effectively orally and in writing including delivering presentations and reports.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major coursework in public or business administration, insurance or related field; and some experience managing a worker's compensation or insurance claims program.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major coursework in public or business administration, insurance or related field, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Director

Department Head

7/97

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